

WYOMISSING AREA SCHOOL DISTRICT 2015-4867

Minutes January 12, 2015

The regular meeting with committee reports of the Board of School Directors convened at 6:00 p.m. in the Community Board Room of the Jr./Sr. High School with Mrs. McAvoy, Board President, presiding.

PLEDGE OF ALLEGIANCE

Following the pledge of allegiance, Mrs. McAvoy asked if anyone would be recording the meeting. No one indicated the intent to record.

Board Members Present: Mrs. Butera, Mr. Heinly, Mrs. McAvoy, Mr. Painter, Mr. Portner, Mrs. Reese, Mrs. Reilly and Mrs. Seltzer.

Board Member Absent: Mrs. Davis

Administrative Staff Present: Mrs. Vicente, Mr. Stem, Mr. Boyer, Mr. Arnst, Dr. Babb, Mr. Cafoncelli, Dr. Jones, Mrs. Lengle, and Mr. Murray.

Attendees: Carole Duran, Reading Eagle, Shelley Filer, recording secretary. An audience sign-in sheet is included as part of these official minutes.

MEETING ANNOUNCEMENTS

The following meeting schedules and locations were announced.

- School Board Business Meeting – January 26, 2015, 6:00 p.m.
- Technology Committee Meeting – January 28, 2015, 12:00 p.m.
- Curriculum Committee Meeting – February 2, 2015, 12:00 p.m.
- Policy Committee Meeting – February 3, 2015, 12:00 p.m.
- Finance/Facilities Committee Meeting – February 4, 2015, 8:00 a.m.
- Personnel Committee Meeting – February 4, 2015, 12:00 p.m.

All listed meetings are held in the Community Board Room of the Jr./Sr. High School unless otherwise noted.

COMMITTEE REPORTS

- A. Finance – Mr. Heinly reported the committee met January 7. The upcoming budget was discussed. Work will begin on closing the budget deficit of approximately \$800,000. He also recognized the various donations that were received.
- B. Facilities – Mrs. Reese said several items were discussed at the meeting of January 7. TTC provided several options for resurfacing the tennis courts. It is the recommendation of the committee that the Board move forward with TCC and open the bid process to recondition the four courts and explore the possibility of adding a fifth court. An agreement for the Stone House Courts was received in December from the Borough of Wyomissing. The committee will review and discuss it with counsel. The turf field needs to be resurfaced before the next field hockey season. Several field expansion possibilities have been explored because the field is not PIAA compliant. The committee is recommending moving forward

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with the return and minor expansion project to make the filed PIAA compliant. The project should be completed by the end of the summer. TRANE representatives attended the committee meeting and gave a presentation on the complete renovation of the infrastructure of WHEC. The renovation would make the building much more energy efficient and result in considerable annual energy savings. An additional committee meeting will be held in the near future to further discuss the project. Pricing to replace existing scoreboards in both gyms came in under budget so they will be replaced. Timeframe for completion is six weeks lead time plus time for installation.

- C. Curriculum – Mr. Stem reported that the main topic of discussion at the meeting on January 5, was the survey data being collected on the 1:1 device initiative. In November, the high school staff and students took a BrightBytes survey to assess the success of the initiative. Baseline data came back higher than average compared to other schools which are further in the continuum of technology integration, which was very encouraging. On Friday during the Act 80 day results will be shared with the high school staff to determine next steps in the process. Another survey will be conducted in May.
- D. Technology – Mr. Portner reported the next meeting will be held January 28.
- E. Personnel – Mrs. Butera mentioned the three retirements on the agenda for approval noting their many years of service and offered best wishes.
- F. Policy – Mr. Painter reviewed the policies listed on the agenda and their changes. The employee misconduct policies require individuals to report to the Superintendent if they have been placed on the statewide database perpetrator list for sexual misconduct. New policies require educators who observe sexual misconduct to report it. Failure to report it can result in disciplinary action for them personally. Revisions to policies 806 and 916 identify groups of individuals including volunteers as mandated reporters of suspected child abuse to the local children and youth services organization. Provisions in our policies allow individuals who are uncertain as to their reporting responsibility to contact an administrator for guidance in filing the report. Policy 916 differentiates a volunteer from a visitor based on the level of interaction with students whether it is repeated or isolated interaction. Background checks for volunteers now include the FBI clearance and all clearances will need to be renewed every three years, the same for employees. Process and party responsible for costs will be decided in the near future in the form of an

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administrative regulation to the policy. Some volunteers will also need mandatory training commensurate with their volunteer responsibilities.

- G. Berks County Intermediate Unit Board Report – Mrs. Seltzer reported that the next meeting is January 22.
- H. Berks Career & Technology Center Board Report – Mr. Painter said at the meeting of December 11, officers were elected. Negotiations are underway for the support staff contract. A replacement for Dr. Lees is being sought due to his retirement on June 30.
- I. Berks EIT Report – Mrs. Reese reported there was a meeting in December. The merger of Berks EIT with the TCC will have no effect on the District in terms of standard processes and procedures. The reorganization meeting is Thursday night.
- J. Wyomissing Area Education Foundation – Mrs. Butera reported on the meeting held November 11. She highlighted the various grant donations listed on the agenda for discussion. Also there currently are eight Toast parties scheduled for the Spring. The Scholarship reception is scheduled for April 29.

PUBLIC COMMENT

None.

**SUPERINTENDENT'S
REPORT**

**A. CURRICULUM/
TECHNOLOGY**

Upon a motion by Mr. Painter, second by Mrs. Seltzer, the following Curriculum/Technology items were approved.

- 1. Approved Overnight Field Trip Requests –
 - a. Penn State University High School Track Invitational, State College, PA, January 23-24, 2015.
 - b. District 10 Orchestra, Blue Mountain High School, February 4-7, 2015.
- 2. Approved Best Buddies Club
Background information: Members of this club will plan social events/activities for special education students with intellectual and development disabilities to create social opportunities and foster friendships for these students.
- 3. Approved Mini-THON Club
Background information: The Wyomissing Area Mini-THON is part of a program that inspires, empowers, and activates young adults in the fight against childhood cancer. Students in

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grades 9-12 may participate. The committee structure consists of three overall chairs, 15 committee leaders and 40 committee members.

Yeas: Butera, Heinly, McAvoy, Painter, Portner, Reese, Reilly and Seltzer.

Absent: Davis

Nays: None. Motion carried.

B. FINANCE/ FACILITIES

Upon a motion by Mrs. Butera, second by Mrs. Reilly, the following Finance/Facilities items were approved.

1. Approved Karen McAvoy, Gregory Portner and Mark Boyer as signers for the following approved depositories:
 - Fulton Bank
 - Pennsylvania School District Liquid Asset Fund
 - PLGIT
 - Wells Fargo
 - National Penn Bank

Background information: Account signers are being updated to reflect the current Board President, Treasurer and Secretary.

2. Approved letter of engagement with Nicole Plank of Georgeadis Setley for legal representation regarding the matter of Lerch vs. Stirling, et al. at a rate of \$250 per hour.
3. Approved request to establish student activity account for the purpose of collecting and disbursing funds on behalf of the Ski Club.
4. Approved donations in the amount of \$21,135 from 40 donors to be used toward legal costs for the appeal of the Wyomissing Borough Zoning Hearing Board denial to the Berks County Court of Common Pleas.

Yeas: Butera, Heinly, McAvoy, Painter, Portner, Reese, Reilly and Seltzer.

Absent: Davis

Nays: None. Motion carried.

The remaining Finance and Facilities were opened for discussion. No were no questions or comments.

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- C. **PERSONNEL/
POLICY** Upon a motion by Mr. Portner, second by Mr. Painter, the following Personnel/Policy items were approved.

1. RESIGNATIONS/RETIREMENTS

a. Professional Staff

- 1) **Dorothy Brandt**, ESL Teacher, WHEC, retirement, effective May 1, 2015.
- 2) **Jill Hoffman Heckler**, Elementary Teacher-Grade 3, WHEC, retirement effective the last teacher day of the 2014-15 school year.
- 3) **Mary Hollinger**, School Nurse, WHEC, retirement, effective the last WAEA professional work day of the 2014-15 school year.

b. Confidential Support Staff

- 1) **Andrew Hoover**, Technology Systems Technician, District Office, resignation effective January 16, 2015.

c. Support Staff

- 1) **Linda Hettrick**, Custodian, WREC, resignation effective January 5, 2015.

2. LEAVE OF ABSENCE

a. Professional Staff

- 1) **Carley Schopf**, Math Teacher JSHS, updated effective date of Family Medical Leave to December 2, 2014.

b. Support Staff

- 1) **Karen Conklin**, Special Education Instructional Aide, JSHS, Family Medical Leave effective January 15, 2015 ending on or about April 15, 2015.
- 2) **Michael Hasara**, Custodian, JSHS, Family Medical Leave, update effective dates to November 14, 2014 to December 12, 2014 with a return to work date of December 15, 2014.
- 3) **Suzanne Herbst**, Food Service Worker, WHEC, unpaid leave of absence, effective December 18 to December 23, 2014 with a return to work date of January 5, 2015.
- 4) **James Jackson**, Maintenance-Plumber, District-wide, Family Medical Leave, effective January 16, 2015 until a date to be determined.
- 5) **Kathy Schweitzer**, Special Education Instructional Aide, WHEC, Family Medical Leave, November 17, 2014 to December 4, 2014, with a return to work date to December 5, 2014.

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3. POSITION CHANGE/TRANSFER

a. Professional Staff

- 1) **Nathaniel Miller**, Teacher, JSHS, transferred into the position of S.T.E.M. Specialist, no change in wage, effective date to be determined.

b. Support Staff

- 1) **William Cary**, Custodian, JSHS, position change to Floater Custodian, District-Wide, effective January 13, 2015 with no change in daily/weekly hours or hourly wage rate.
- 2) **Gloria Claudio**, Custodian, JSHS, transfer location to WREC, effective December 5, 2014 with no change in daily/weekly hours or hourly wage rate.
- 3) **Julie Miller**, Custodian, WHEC, transfer location to JSHS, effective December 5, 2014 with no change in daily/weekly hours or hourly wage rate.

4. APPOINTMENTS

a. Professional Staff

- 1) **Christopher Klusewitz**, Long Term Substitute Math Teacher, JSHS, update effective date to December 15, 2014.

b. Support Staff

- 1) **Jennifer Entzminger**, Floater Aide, WHEC, Part-time at 5 ½ hours/day (27 ½ hours/week), at an hourly wage rate of \$10.98/hour, effective January 13, 2015.
Background information: This position is being filled as the result of a resignation.
- 2) **Natalie Loeb**, Café/Recess Monitor, WHEC, Part-time at 2 ½ hours/day (12 ½ hours/week), at an hourly wage rate of \$9.89/hour, effective January 13, 2015.
Background information: This position is being filled as the result of a resignation.
- 3) **Josephine Winslow**, Classroom Instructional Aide (Kindergarten), WHEC, Part-time at 5 ½ hours/day (27 ½ hours/week), at an hourly wage rate of \$10.75/hour, effective January 13, 2015.
Background information: This position is being filled as the result of a resignation.
- 4) **Kyle Rhoads**, IT Intern, District-wide, \$10.50/hour, effective January 13, 2015 to June 30, 2015, not to exceed a total of 1,200

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hours.

Background information: This position was approved by the Board on October 14, 2014 and is necessitated by the new District-wide IT initiatives inclusive of the ongoing technical support required for the 1:1 tablets distributed at the Jr./Sr. High School.

- 5) **Walter Line**, Crossing Guard, WREC, part-time at 4 hours/day, at a wage rate of \$9.89/hour, effective January 13, 2015.
- c. Supplemental Staff
 - 1) **Jennifer Mangold**, Co-Curricular Advisor, Mini-THON Club, at a stipend of \$2,224 for the 2014-15 school year.
 - 2) **Christine Beidler**, Co-Curricular Co-Advisor, Best Buddies Club, at a stipend of \$347.50 for the 2014-15 school year.
 - 3) **Cynthia Watras**, Co-Curricular Co-Advisor, Best Buddies Club, at a stipend of \$347.50 for the 2014-15 school year.
- d. Athletic Staff
 - 1) **Eric Uliasz**, Head Coach, Boys' and Girls' Track, at a stipend of \$3,197 for the 2014-15 school year winter sports season.
 - 2) **Joseph Allen**, Assistant Coach, Boys' and Girls' Track, at a stipend of \$2,099 for the 2014-15 school year winter sports season.
5. TEACHER ON ASSIGNMENT
 - a. **Frank Ferrandino**, Teacher, JSHS, assigned duties of Interim Athletic Director, for the 2014-15 school year at a stipend of \$16,500 in addition to annual salary.
6. ADMINISTRATOR ON ASSIGNMENT
 - a. **Matthew Stem**, Assistant Superintendent, provision of Superintendent coverage from October 22, 2014 to December 1, 2014 at a stipend of \$5,000.
7. 2014-15 WINTER ATHLETICS

Requested approval of the Updated 2014-15 Winter Athletic Coaching Staff and Stipends per the attachment.
Background information: This final revision of the coach roster reflects necessary changes resulting from resignations.
8. WORK OUTSIDE CONTRACT HOURS
 - a. Professional Staff
 - 1) Requesting approval for the following teacher to

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be a tutor for the JSHS after school tutoring program scheduled for Tuesday, Wednesday, and Thursday effective on or about January 6, 2015 through May 13, 2015 at the WAEA wage rate for work outside contract hours. Hours worked will not exceed the total shared hours of 153 which have been allocated and approved for the Jr./Sr. High School tutoring program:

a) **Christopher Klusewitz**

Background information: Mr. Klusewitz will be utilized as a substitute for the JSHS tutoring program which supports students in Keystone subjects and PSSA remediation.

9. POSITION TITLE/CLASSIFICATION CHANGE REQUEST

- a. Requested approval of the following position title and classification change: Data Specialist (Professional classification) change to Supervisor of Assessments and Instructional Interventions (Administrative classification)

Background information: This change more closely reflects the responsibilities associated with the position.

10. SUBSTITUTES

- a. Professional Staff
- 1) **Thomas McGee** (Teacher), Addition
 - 2) **Amy Steffy** (Teacher), Addition
- b. Support Staff
- 1) **Tracy Diehl** (Aide & Café/Recess Monitor Positions), Addition
 - 2) **Natalie Loeb** (Café/Recess Monitor), Addition
 - 3) **Gregory Mengel** (Crossing Guard), Addition
 - 4) **Nicole Ortiz** (Aide & Café/Recess Monitor Positions), Addition

11. VOLUNTEERS

Yeas: Butera, Heinly, McAvoy, Painter, Portner, Reese, Reilly and Seltzer.

Absent: Davis

Nays: None. Motion carried.

The remaining Personnel and Policy items were opened for discussion.

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OLD BUSINESS

None.

NEW BUSINESS

Mrs. McAvoy announced the revised schedule for mid-terms, as a result of the snow day, was posted on the website.

Mrs. McAvoy announced there would be an Executive Session following the meeting to discuss negotiations and legal matters.

UPDATES FROM ORGANIZATIONS

None.

ADJOURNMENT

Before adjournment Mrs. Butera recognized a student in the audience who was in attendance to earn a merit badge for Boy Scouts.

A motion was made by Mr. Portner, seconded by Mr. Painter to adjourn at 6:27 p.m.

Board Secretary